



# Capital & Coast District Health Board

ŪPOKO KI TE URU HAUORA

## POSITION DESCRIPTION

**POSITION:** Neonatal Consultant

**SERVICE/DIRECTORATE:** Child Health Service  
Women's and Children's Health Directorate

**RESPONSIBLE TO:** Clinical Director, Child Health Service

**REPORTS TO:** Clinical Leader, NICU

**RESPONSIBLE FOR:** Neonatal Advanced Trainee  
Neonatal Registrars  
Neonatal SHOs

### MISSION:

*"Together, Improve the Health and Independence of the People of the District"*

### VALUES:

Innovation  
Action  
A Focus on people and patients  
Living the Treaty  
Professionalism (Leadership, Honesty, Integrity & Collaboration)  
Excellence

## BACKGROUND

Capital & Coast District Health Board receives funding to improve, promote and protect the health of the people within Wellington, Porirua and Kapiti region. We have an annual budget of more than \$1 billion which we use to deliver health services directly and as well as contacting external providers, such as general practices, rest homes, and pharmacists, to provide care.

Our district health board is the sixth largest in New Zealand with just over 300,000 people living in the district. We are also the leading provider of a number of specialist services, including neurosurgery, oncology, neonatal intensive care, and specialised mental health services, for the upper South and lower North Islands.

We operate the Wellington Regional Hospital, Kenepuru Hospital in Porirua, Kapiti Health Centre in Paraparaumu, and Ratonga Rua-o- Porirua, a Forensic, Rehabilitation and Intellectual Disability Hospital. We also provide a range of community-based services including district nursing, rehabilitation services, social work, alcohol and drug services, and home support services. Over 4,300 full-time equivalent staff work at Capital & Coast District Health Board.

### **Women's and Children's Health Directorate**

The Women's and Children's Health Directorate was formed in July 2008 and is a newly formed semi autonomous business unit.

### **Child Health Service**

The multidisciplinary team in Child Health is dedicated to ensuring that care of the infant/child/young person and family is paramount. The Service provides an integrated mix of inpatient/outpatient/daypatient and domiciliary services for infants, children and young people from a wide range of backgrounds and ethnicities from birth up to sixteen years of age. Services are delivered in Wellington and Kenepuru Hospitals, Puketiro Centre, Kapiti Health Centre, outreach clinics and the infants and children's own homes.

The Child Health Service comprises resourced inpatient cots/beds for 60 infants, children and young people. This service encompasses a Neonatal Intensive Care Unit with a dedicated homecare team. There are two inpatient wards, one for children of 6 years and under, and one for children over 6 years which includes the regional oncology service. The ambulatory service includes a Children's Acute Assessment Unit, day stay ward, paediatric outpatient service and a community paediatric nursing team in Wellington, an acute assessment and outpatient facility at Kenepuru, and outpatient clinics at Kapiti. Child Health also includes a Child Development Team and the Regional Genetics Service.

## Neonatal Intensive Care Unit

The Wellington Neonatal Intensive Care Unit is one of six regional units caring for New Zealand's newborn infants. Infants requiring level III care from the Central Region of New Zealand (Hawke's Bay to Nelson/Marlborough) are cared for here and if delivered elsewhere are transported to Wellington by the Neonatal Intensive Care Retrieval Service (a service based within the Unit).

Babies from outside the Central Region frequently come here when their regional unit is too busy. At present the Unit has cot capacity for 34 infants, at least half of which are for level III babies. There are three paediatric surgeons in the hospital and surgical infants (requiring all but complex cardiac surgery) are cared for within the Unit as well.

In 2009 there will be changes to the organisation and location of many of the services provided by Child Health. The Neonatal Intensive Care Unit will move to the New Regional Hospital, and the ambulatory and inpatient facilities are being redesigned.

### PURPOSE

- To provide Consultant services, which will facilitate the provision of appropriate high quality responsive specialist Neonatal care to infants in the Neonatal Unit, Outpatients and under Homecare Team supervision.
- To participate in training of JRMO in Paediatrics in accordance with the Royal Australasian College of Physicians' Standards and of candidates for the Diploma of Child Health.
- Accountability for provision of tertiary transfer and phone advice to other units in the Central Region.
- In collaboration with the Clinical Director, Clinical Leader and Senior Team in NICU, has input into contract negotiations with Planning and Funding.
- Active input into Service planning (annual business plan) and longer term strategic planning of Neonatal Services at Capital & Coast District Health Board.

### RELATIONSHIPS

Internal:      Clinical Director, Child Health Service  
Operations Manager, Child Health Service  
Operations Director, Women's and Child Health  
Clinical Leader, Neonatal Intensive Care Unit  
Professor of Paediatrics, Wellington School of Medicine  
Senior Medical Colleagues – Child Health / Women's Health  
Nurse Team Leader, Neonatal Intensive Care Unit  
Senior Nursing Team, Neonatal Intensive Care Unit  
Homecare Co-ordinator

Nurse Leader  
Nursing Staff NICU/Child Health Service  
Quality Leader, Child Health Service

External: General Practitioners  
Appropriate Government Departments and statutory bodies  
Referring Level II Units and nationally with other Level III Units

## QUALIFICATIONS

Applicants must be registered in New Zealand or hold qualifications entitling them to registration in New Zealand and hold Fellowship of the Royal Australasian College of Physicians (Paediatrics) or an equivalent postgraduate qualification allowing registration as a Specialist Paediatrician with the Medical Council of New Zealand

## EXPERIENCE

Possess broad experience in Neonatal Intensive Care.

## Personal Specifications

- Applicants must be registered or be eligible for registration as a Medical Specialist with the Medical Council of New Zealand.
- Able to demonstrate a high degree of clinical skill.
- Motivated to achieve high quality results.
- A commitment to ongoing professional and personal learning, with a high degree of commitment to the profession.
- Proven ability to participate in a multi-disciplinary team environment.
- Ability to manage time effectively and meet deadlines.
- Effective listening skills, verbal, non-verbal and written communication skills.
- An ability to accept and delegate responsibility appropriately.
- A commitment to motivating and coordinating staff.
- Ability to participate in the training and development of Registrars.
- Have a special interest in Echocardiography/Ultrasound highly desirable.

## KEY ACCOUNTABILITIES

ACCOUNTABILITY	PERFORMANCE INDICATORS
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**Clinical Responsibility**

To assess, diagnose and manage appropriately patients within the clinical setting in which the Consultant is working.

To be familiar with all appropriate techniques for provision of Neonatal Intensive Care, and to maintain practical expertise.

To participate in the Neonatal Consultant after hours 'on-call roster

To consult and liaise with other professionals involved with the patient ie GPs, Obstetricians, Midwives. Obtain informed consent for proposed treatment/procedures. Active involvement of the parents in the decision-making for their infant.

To attend and actively participate in Neonatal Management Meetings, Ground Round, Departmental meetings and any relevant multidisciplinary team meetings discussing the care of patients.

To practice in a manner consistent with established ethical standards as provided by the Medical Council of New Zealand.

Facilitates / supports development of guidelines and protocols

Provision of Leadership and role model for staff working in NICU

Assessment, diagnosis and treatment plans are clearly documented and implemented.

Diagnostic and practical expertise is demonstrated.

Responsive, reliable provision of Consultant advice / support is available to JRMO, other practitioners and referring centres; Co-operation with other Neonatal SMO in maintaining a Consultant Service at all times

The benefits to the infant / family from communication and cooperation with other professionals is demonstrated. Clear and open communication is maintained with families to ensure that parents / guardians are aware of and in agreement with proposed treatment.

An active and visible role is taken to develop processes and systems, which enhance the running of the Unit and improve patient outcomes.

All ethical standards of practice are met.

Consensus is achieved between Clinicians; Policies and protocols are formulated, agreed and implemented; Written protocols are available to all staff in NICU.

A professional approach to all aspects of work is demonstrated; Staff seeks guidance and mentorship; Approachability and support demonstrated.

<p>Ward Rounds are conducted in a systematic and professional manner.</p>	<p>Ward Round (a.m.) is conducted on time and completed appropriately; Handover Ward Round (p.m.) is appropriately detailed to On-Call Paediatrician.</p>
<p><b>Team responsibility/Consultation, Liaison</b></p> <p>Works actively to provide a quality service for Infants within available resources</p> <p>Works collaboratively with all staff within the multi-disciplinary team to ensure optimal care for Infants / Families</p>	<p>Facilitates and supports promotion of a multi-disciplinary team approach to care of infants; Supports operational management strategies to improve communication within the Unit which maximise outcomes for infants; Supports Clinical Leader with investigation of complaints and resolution of Service issues. Demonstrated excellence in role within Multi-disciplinary team; Harmonious and professional relationship with staff developed / maintained; Demonstrates flexibility.</p> <p>Timely information / advice provided to the Clinical Director / Clinical Leader on trends in the Unit, predicted needs and future developments to provide input into the Child Health Service Strategic and Operational Plans; Assists with provision of data as required; Roster obligations are fulfilled.</p>
<p><b>Research</b></p> <p>Initiate and participate, when appropriate, in clinical research approved by the Research Ethics Committee and as requested by, or negotiated with, the Clinical Leader/Group Manager</p>	<p>Clinical research is completed and ethical guidelines followed. Timely advice is provided to the Clinical Leader on trends in the speciality, predicted needs and future developments to provide input to strategic and operational plans.</p>
<p><b>Teaching Responsibilities</b></p> <p>Participate in training of RMO/Nursing/Paramedical staff as required.</p> <p>Provide mentorship to RMO as requested or required.</p>	<p>An active role is taken in teaching sessions/courses for RMO/Nurses etc.</p> <p>RMO feel supported, and professional guidance is available.</p>
<p><b>Statutory/Legal Responsibilities</b></p> <p>CCDHB Policies adhered to in</p>	<p>All such duties are undertaken and</p>

<p>practice and documentation.</p> <p>RMO appraisals are conducted. Regular feedback throughout allocation to NICU given to RMO on performance.</p>	<p>performed appropriately eg</p> <ul style="list-style-type: none"> <li>- Health Practitioners Competency Act</li> <li>- ACC Act</li> <li>- Coroners Act</li> <li>- Drugs Act</li> <li>- Capital &amp; Coast DHB Policies.</li> </ul> <p>Regular feedback given on performance; Appraisals are objective and on a “no surprise” basis.</p>
<p><b>Quality Assurance</b> To maintain and demonstrate a high level of clinical competence.</p> <p>To initiate and participate in audits of clinical outcome/treatment/or process issues.</p>	<p>Diagnostic and practical expertise meets the Service standards; Ethical standards and codes of conduct are applied; Protocols and guidelines pertaining to NICU are met and comply with CCDHB guidelines for development.</p> <p>Audit is of a high standard, documented, completed on a regular basis and recommendations are actioned.</p>
<p><b>Continuous Quality Improvement</b> Actively contribute to Continuous Quality Improvement activities within the service.</p>	<p>Identifies improvement opportunities and notifies the manager of these.</p> <p>Participates in the service’s quality improvement activities.</p> <p>Provides good patient/client service and is responsive to patient/client requests or complaints.</p> <p>Complies with standards and works to improve patient/client satisfaction.</p>
<p><b>Risk Minimisation</b> Actively contributes to risk minimisation activities within the service.</p>	<p>Identifies risks and notifies the manager of these.</p> <p>Participates in the service’s risk minimisation activities.</p> <p>Complies with C&amp;C DHB Reportable Events policy and other policies and procedures.</p> <p>Participates in audits.</p>

<p><b>Health and Safety</b> Complies with responsibilities under the Health &amp; Safety in Employment Act 1992</p>	<p>Has read and understood health and safety policy and procedures.</p> <p>Actively supports and complies with health and safety policy and procedures.</p> <p>Uses protective clothing and equipment.</p> <p>Actively participates in the hazard management and identification process.</p> <p>Proactively reports and remedies any unsafe work condition, accident or injury.</p>
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**COMPETENCIES**

**Commitment to Health and Independence Improvement Goals**

- Is committed to the values and goals of C & C DHB.
- Is committed to continuous learning and performance development.
- Encourages the development of all team members.

**Teamwork**

- Develops and maintains positive relationships and works in partnership with other team members.
- Develops rapport and builds networks of constructive working relationships with key people.
- Effectively uses team dynamics and individual operating styles to build team processes and strengths.
- Shares knowledge and works cohesively with the team.

**Innovation**

- Is innovative in the development of business initiatives and projects.
- Is proactive and motivated and responds to new challenges and opportunities.
- Develops new and/or more effective work processes and systems through lateral thinking and creativity.

### **Work Approach**

- Is results focussed and committed to making a difference.
- Plans and organises own workload, allocating time to priority issues, meeting deadlines and coping with the unexpected.
- Adjusts work style and approach to fit in with requirements.
- Focuses on quality improvements and customer satisfaction.
- Perseveres with tasks and achieves objectives despite obstacles.

### **Communication**

- Practises active and attentive listening.
- Is confident and appropriately assertive in dealing with others.
- Deals effectively with conflict.

### **Partnership with Maori**

- Understand the principals of Te Tiriti o Waitangi and how these apply within the context of health service provision.
- Applies the notion of partnership and participation with Maori within the workplace and the wider community.
- Promotes and participates in targeting Maori health initiatives by which Maori health gains can be achieved.
- Implements strategies that are responsive to the health needs of Maori.

C&C DHB may change the position description with the agreement of the position holder as the needs of the business change.